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*Office Memorandum* • UNITED STATES GOVERNMENT 25X1A9a

TO : Chief, Finance Division [REDACTED]

DATE: 7 August 1951

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FROM : Comptroller

*Top Secret Procedures*

SUBJECT: Establishment of Area Top Secret Control - Finance Office

1. Effective 6 August 1951 there has been established in the Office of the Comptroller, Finance Office, an Area Top Secret Control with [REDACTED] designated as Area Top Secret Control Officer. 25X1A9a

2. A sub-area Top Secret Control is established in the Finance Division with the following designated personnel responsible for proper control of all Top Secret documents originating, received, or being dispatched from that activity:

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3. The functions of the sub-area Top Secret Control as set forth in memorandum of 28 May 1951 from CIA Top Secret Control Officer are as follows:

- a. Responsible to Area Top Secret Control for control and location of Top Secret material within sub-area.
- b. Transmission of Top Secret material to sub-areas, within own area, or to other Top Secret Control areas within CIA (not to sub-area thereof).
- c. Use of Top Secret control numbers allotted by Area Top Secret control.
- d. Weekly submission of sub-area Top Secret log to Area Top Secret Control.

4. The following block of control numbers is allotted to the sub-area Top Secret Control of the Finance Division:

Nos. 58321 thru 58399

5. There is also furnished for your information a Top Secret Guide prepared by the CIA Top Secret Control Officer.

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Attachment